

17 February 1959

Samples of Records Common to All Offices

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| 1 Document Receipts                                    | - Destroy after 2 years.   |
| 2 Courier Receipts                                     | - Destroy after 3 months.  |
| 3 T. S. Logs   | - Temporary. Retain indefinitely.<br>Retire to Records Center  |
| 4 1005-Secret and Below                                | - Destroy after 1 year.  |
| 5 Personnel Files                                      | - Destroy 6 months or 1 year<br>after separation.  |
| 6 Employee Record Cards (OF 46)                        | - Destroy upon separation from<br>Agency. If intra-agency<br>transfer, forward to gaining office.  |
| 7 Training Files                                       | - Destroy after 3 years.   |
| 8 Training Record Cards                                | - Destroy upon separation.   |
| 9 Supply and Services Files                            | - Destroy after 3 years.   |
| 10 Budget and Allotment Files                          | - Destroy after 4 years.   |
| 11 Chrono Files (Reading)                              | - Destroy after 1 year.  |
| 12 Research and Reference Material                     | - Screen and destroy periodically.   |
| 13 Revolving Funds Files<br>(Taxi, Imprest, Emergency) | - Destroy after 4 years.   |
| 14 Reference Publications                              | - Destroy when superseded or obsolete.   |
| 15 Library Material                                    | - Return to CIA Library when no<br>longer needed.  |
| 16 Subject Files                                       | - Permanent at top level, 3 years<br>at Division level, 1 or 2 years at<br>lower levels. Retention periods<br>will vary with location and<br>function. |